



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
P.O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 12410.1C
N14

APR 27 2000

FASOTRAGRUPAC INSTRUCTION 12410.1C

Subj: CIVILIAN TRAINING AND DEVELOPMENT PROGRAM

Ref: (a CPI 410

Encl: 1 DD Form 1556, Request, Authorization, Agreement,
Certification of Training and Reimbursement

1. Purpose. To establish policy, responsibilities and procedures for the effective implementation of FASOTRAGRUPAC's civilian employee training and development program.
2. Cancellation. FASOTRAGRUPACINST 12410.1B
3. Information and Background. Reference (a) provides broad policy and program guidelines for the establishment and execution of an effective training and development program for civilian employees. This reference is based in part on public law as set forth in Chapter 41 of Title 5, United States Code which authorizes use of appropriated funds and government resources for the training of federal employees utilizing internal resources, other government facilities and non government facilities. The law and subsequent instructions make available to the command a management tool which can increase efficiency and effectiveness of operations through the prudent administration of training and development of civilian employees. Authorization granted by law is sufficiently broad and flexible to enable a command to provide whatever training is necessary to develop skills, knowledge and ability which will better qualify employees in the performance of their official duties. However, due to the significant investment of government time and money involved in accomplishing these objectives, it is imperative that training needs and their fulfillment be subject to an orderly system of planning, budgeting, administering and reviewing.

4. Policy

a. It shall be the policy of this command to provide training for civilian employees, including attendance at professional meetings, consistent with reference (a), as necessary to equip them with the knowledge and skills required to effectively and efficiently perform their official duties. This policy also extends to providing training opportunities which contribute to the career growth of civilian employees consistent with the staffing needs of the activity.

b. Military personnel shall participate in appropriate civilian training programs when they:

1 Perform work similar to that of civilian employees;

(2) Have supervisory responsibilities over civilian employees, or;

(3) Are assigned to duties which involve close civilian/military working relationships.

5. Definitions

a. Training. The process of providing for and making available to an employee, instruction or education which will improve individual and organizational performance and assist in achieving the command's mission and performance goals.

b. Training on the clock. Training which occurs during duty hours and the employee is carried in a pay status during the training experience.

c. Training off the clock. Training which occurs during an employee's regular duty hours with an arrangement voluntarily entered into whereby he or she is carried in a non pay status or on annual leave during the training, or training which occurs after regular duty hours on the employee's own time.

d. No cost training. Training which is provided without incurring any cost obligations for the course of instruction.

e. Cost training. Training which incurs a cost obligation (i.e. travel, per diem, tuition, books, overtime charge, etc.) to FASOTRAGRUPAC. When a fee (i.e., tuition) is incurred the

expenditure will be charged to the respective department or detachment OFC-10 fund.

f. Government facility Defined as any Federal agency training facility.

g. Nongovernment facility. Defined as any business, commercial or industrial firm or corporation, or any other organization (i.e., college or university) not a part of the Federal government.

h. Individual Development Plan (IDP). The purpose of the IDP is to assist the employee and supervisor in assessing and planning the employee's development. Some programs require that an IDP be prepared (e.g., probationary supervisors and managers, Veteran's Readjustment Appointment (VRA)).

6. Training as a Management Tool. Training of civilian employees requires the commitment of command resources, both manhours and funds. Therefore, it is a management prerogative and not necessarily a right or fringe benefit to which employees are entitled. Training is considered work, just as other official assignments. The authority to determine the need for training and the decision as to how the training can best be accomplished is the function of management. The training of employees in order to accomplish the required mission of the command must be considered in the total management process and must be included in all manpower planning functions. Factors such as the availability of readily qualified employees and planned technical and product changes must be considered in determining the application of training to respond to command mission requirements.

7. Purpose of the Training. The purpose of the training and the selection of employees for training may be influenced by various factors. Primary among these factors shall be the accomplishment of the mission of the command. Other factors to be considered:

a. Will the training improve an employee's current job performance?

b. Does the training allow for expansion or enhancement of the employee's current job?

c. Will this training enable an employee to perform potentially needed duties outside the current job, but at the same level of responsibility?

d. Is the training designed to meet organizational needs in response to human resource plans, downsizing, or restructuring and program changes?

8. Responsibilities

a. Supervisors. The assessment of training needs originates with the employee's immediate supervisor. Once the training needs are determined, the supervisor makes a recommendation to the department head or officer in charge.

b. Department Heads. Upon recommendation from the supervisor for employee training, the department head shall review and prioritize training requests in regards to:

Response to needs and mission responsibility;

Budgetary limitations;

Employee(s) recommended for training.

c. Executive Officer/Officers in Charge. Upon recommendation from the department heads or OICs, the Executive Officer shall review and prioritize respective activity training requirements based on mission responsibility and budgetary limitations, and include in their budget planning the financial resources needed in support of training requirements. Responsibilities include:

Appointing activity training coordinator.

(2) Approving activity requests for training.

(3) Selecting or otherwise determining which employees shall be involved in training.

(4) Approving employee participation in requested training courses or programs consistent with approved funding.

d. Activity Training Coordinator. The activity training coordinator at FASOTRAGRUPAC North Island reports to the

Administrative Officer. The detachment activity training coordinators report to the Officer in Charge. Coordinators are responsible for the administration of civilian training program and liaison with their respective Human Resources Office/Human Resources Service Centers (HRO/HRSC) in regards to training requirements.

e. Human Resources Office/Human Resources Service Centers (HRO/HRSC). The respective HRO/HRSC will provide the following services:

- (1) Counsel and advise the command on training matters
- (2) Review requests for training to determine whether training meets criteria of need or if alternative training programs can meet training requirements more effectively at a lower cost.
- (3) Process Request, Authorization, Agreement, Certification of Training and Reimbursement form (DD1556)
- 4) Schedule and arrange for all on the clock training courses, including all required training courses.
- (5) Enter all completed training in an employee's training history.

9. Authority to Approve Training

- a. The Executive Officer is authorized to approve requests for employee training.
- b. The Commanding Officer has final authority for approving any or all employee training.
- c. Certification of training, enclosure (1) block 33., is approved at the HRSC level. FASOTRAGRUPAC does not have delegated approving authority.

10. Procedures

- a. Training Requests. All requests for training shall be submitted to HRO/HRSC via DD1556 (enclosure (1)), unless otherwise directed, for scheduling and processing after FASOTRAGRUPACINST 12410.1C

appropriate command approval. Request should include justification and all available information on the training requested. For guidance in preparing the DD1556, contact the activity training coordinator, Code N142, at FASOTRAGRUPAC North Island.

b. Tuition Reimbursement. Tuition reimbursement is a program designed to encourage employees in their efforts toward self development. Those who enroll in programs using nongovernment facilities and charging tuition and/or registration fees may qualify for reimbursement. Command approval of tuition reimbursement must be obtained prior to the start of any course(s).

c. Completion of Training. Upon completion of training it is the responsibility of the employee, command, or HRO, as appropriate, to report the training to HRSC for entry into the employee's training history.

11. Action. Departments and Detachments shall ensure that all persons in management positions are familiar with the content of this instruction.


F. M. GALLIC

Distribution:
FASOTRAGRUPACINST 5216.3A
Lists A and B

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (Automated)

A. Agency code and subelement, submitting office no. (xx-xx-xxx)		B. Standard document number (Org. Identifier/FY,Doc/type code/Serial No.		C. Request Status or Process Code (x one)		D. Amendment No																	
				(1) Initial		(2) Resubmission																	
				(3) Correction		(4) Cancellation																	
Section A - TRAINEE / APPLICANT INFORMATION																							
1. Name (Last, First, Middle Initial)		2. 1st 5 Letters of Last name		3. SSN		4. Ed. Level																	
				-		5. Cont. Fed. Svc.																	
						a. Yrs b. Mo.'s																	
6. Home Addr (Street/City/St/Zip) (opt)		7. Phone No.'s (Inc. area code)		8. Position Title																			
		a. Home () -																					
		b. Office																					
11. Organization Name		(1) Comm () -		9. Pos. Level (x one)		10. Pay Plan/Series/Grade Step																	
		(2) DSN -		a. Executive		(Rank/MOS/AFSC/ Navy Designator)																	
				b. Manager																			
12. Organization Mailing Addr & ZIP		13. Org UIC		c. Supervisory		14. Type of Appt																	
		16. Are you handicapped <input type="checkbox"/> Yes or disabled? (x one) <input type="checkbox"/> No		d. Non-supervisory		15. No. prior non- gov't training days																	
				e. Other (Specify)																			
Section B - TRAINING COURSE DATA																							
17. Course Title:)																							
18. Training Objectives (Benefits to be derived by the Government)				19. Recommended Training Source, School or Facility																			
				a. Name:																			
				b. Mailing Address (Include ZIP)																			
				c. Location of training site (if other than 19b)																			
20. Course Codes				21. Course hours (4 digits)		22. Course Identifiers																	
a. Purpose		f. Security Clearance		k. Training Program		a. SAID																	
b. Type		g. Allocation Status		l. Reason for Selection																			
c. Source		h. Priority		23. Training Period (YYMMDD)		b. Catalog/Course No.																	
d. Special Interest		i. Training Level		a. Start		c. Offering/TLN																	
e. Trng Vendor		j. Method of Training		b. Complete																			
Section C - COST INFORMATION (Cost incurred and billed are not to exceed amount in item 30.)																							
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	28. Labor Cost	\$																					
31. Job Order No.																							
Section D - APPROVAL / CONCURANCE / CERTIFICATION																							
32. Supervisor: I certify training is job related an nominee meets prerequisites. (If not, attach waiver.)				33. Training Officer: I certify this training meets regulatory requirements.																			
a. Typed Name (Last, First, M.I.)		b. Phone No. (Incl area code)		a. Typed Name (Last, First, M.I.)		b. Phone No. (Incl area code)																	
		() -				() -																	
c. Signature & Title		d. Date		c. Signature & Title		d. Date																	
34. Authorizing Official				35. Course Acceptance (To be completed by school official)																			
a. Action (x one) <input type="checkbox"/> (1) Approved <input type="checkbox"/> (2) Disapproved		b. Typed Name (Last, First, M.I.)		c. School Official Signature		d. Date																	
c. Phone No. (Incl area code)		() -		36. Course Completion (To be completed by school official)																			
d. Signature & Title		e. Date		a. Course not completed, X here, leave section blank & return form with explanation memo		b. Actual completion Date (YYMMDD)																	
						c. Grade																	
37. Billing Instructions (Identify discount terms Furnish original invoice and 3 copies to: % days)				d. Signature & Title		e. Date																	
				38. Certifying Government Official																			
				a. I certify that this account is correct and proper for payment in the amount of: \$																			
				b. Signature		c. Date Signed																	
				d. DSSN Number		e. Check Number																	
						f. Voucher No.																	

TRAINING FACILITY: Send invoice to address in item 37, Refer to standard document no., item B at top of page, for prompt payment.